

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL, **Medicaid Fraud Control Unit**

Provides paralegal support for the attorneys in the Litigation Division. Reports to Supervising Deputy Attorney General. Answer telephones as needed; type and copy correspondence, pleadings, and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; open and close cases; maintain files; and obtain case information upon request from court personnel and opposing counsel.

Duties:

Assist in administrative processing of civil litigation, and criminal investigative cases.

Opening and closing files electronically, preparing physical case jackets at opening and processing the completed file at closing.

Processing files for archiving, archiving records and recording those destroyed.

Acting as Evidence Room Custodian, receiving evidence, logging it, maintaining the room and the contents, reporting to the Evidence Supervising Attorney.

Maintaining and supervising the Record Room and offsite record storage.

Obtain conviction records and transmit them with Exclusion referrals.

Obtain records and transmit them for CNA referrals to IPLA.

Back up phone reception coverage as needed.

Provide administrative support to attorneys in the litigation division, as needed and assigned by Supervising Deputy Attorney and Director.

Legal research if requested.

Assist in trial preparation, as required.

Type and copy correspondence, pleadings, and legal documents for filing in state or federal courts.

Receive, transmit, and record pleadings and other documents in civil litigation cases.

Maintain calendars of attorney due dates.

Obtain case information upon request from court personnel and opposing counsel.

Other duties and projects as assigned by supervising attorney, Deputy Director, and Director.

Skills:

Paralegal degree or equivalent work experience.

Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software and various case management tools.

Good public relations skills, including ability to work with other agencies to obtain information in a timely manner.

Pleasant telephone demeanor.

Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.

Ability to manage large volume of cases, including monitoring of due dates and prompting of attorneys to respond when required. Strong organizational skills required.

Awareness of ethical concerns, including need for confidentiality.

Strong legal research and writing skills.

Ability to lift 25 pounds.